

POSITION DESCRIPTION

JOB TITLE Director of Conservation Programs, Caribbean Program
JOB FAMILY Conservation
JOB NUMBER 250013
SALARY GRADE 10
STATUS Salaried
LOCATION Miami, Florida



SUMMARY

The Director of Conservation Programs (the "Director") oversees the execution of the conservation vision of the Caribbean Program which is a large, complex geography. With nearly 8,000 square miles of coral reefs, over 1,400 species of fish and marine mammals, and over 40 million people dependent upon these natural resources, the Caribbean Program is a global priority for conservation. The Nature Conservancy has been active in the region for 40 years. Conservation efforts span the vast landscape with projects in the Bahamas, Dominican Republic, Cuba, Haiti, Jamaica, Virgin Islands, Puerto Rico and the five countries of the Eastern Caribbean. With an annual operating budget of over \$8M and more than 45 employees in four countries, two territories, and the United States, the Caribbean Program collaborates with a wide array of partners in government, the non-profit community, the private sector, and academia to advance conservation efforts.

ESSENTIAL FUNCTIONS

The Director functions as a key manager and conservation strategist for the Caribbean Program. S/he provides strategic leadership and is accountable for ensuring the timely execution of TNC's conservation vision and strategy in the Caribbean region, producing measurable results and maintaining organizational values, and is a member of the Caribbean Program's Executive Team. S/he ensures outcomes are achieved by conservation programs in the Caribbean, contributes strong intellectual input, and has considerable decision-making on the allocation of financial, and/or human resources to the formulation and execution of priority cross-boundary strategies. The Director is accountable for the alignment of activities by securing, coordinating, and configuring resources, capacity, and programs to address the Program's most critical opportunities, threats, and strategies.

RESPONSIBILITIES & SCOPE

- Designs, implements, and directs complex and diverse projects, encompassing multiple programs and coordinating the work of other professionals, inside and outside the organization.
- Must lead and motivate his/her team and be able to work effectively with and through others in a decentralized and geographically dispersed organization. Incorporate cross-disciplinary knowledge to support program objectives.
- Responsible for collaborating with North America Regional Strategy Leads, U.S. and International Government Relations, Global Strategy Leads, and other organizational leaders on the procurement and application of resources to address our highest conservation priorities.
- Serves as a spokesperson for TNC to internal and external audiences, including staff, volunteers, the Trustee Board, public and private donors, government agencies and officials, community leaders and other partners, and cultivates those audiences to support and promote TNC's mission and vision.
- Supports development, marketing, and external affairs staff in the cultivation and direct solicitation of donors (private, corporate, bilateral and multilateral government) to meet fundraising goals.
- Responsible for financial management of program, including setting financial goals, analyzing results, and suggest taking corrective actions.
- May require frequent (50% or greater) travel domestically and/or internationally and evening and weekend hours.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

DISCRETION/LATITUDE/DECISION-MAKING:

- Work is checked through consultation and agreement with Executive Director but decisions are often made independently with little or no opportunity for management collaboration or oversight.
- Makes independent strategic decisions frequently based on analysis, ambiguous information, experience and judgment.
- Assesses decisions' potential impact on colleagues' work, public image, scientific credibility and financial and legal standings

MINIMUM QUALIFICATIONS

- BA/BS degree and 12 years' relevant international experience, including working at a senior level or equivalent combination of education and experience.
- Experience working with current trends and practices in conservation, complex transactions, marine and/or terrestrial protected areas management, freshwater, marine and terrestrial spatial planning, community-based conservation –preferably in the Caribbean but acceptable in other contexts.
- Fundraising experience, including identifying donor prospects and donor cultivation. Demonstrated experience in fundraising on behalf of OU and global priorities
- Experience designing, implementing, and directing complex or multiple projects of strategic importance, including managing finances, supervising multidisciplinary professionals and coordinating the work of partners while meeting deadlines.
- Experience in partnership development (partners, community, government, etc.); experience with high-level conservation contacts. Experience working with diverse groups of staff and partners.

- Written and verbal fluency in English, with superb communication and presentation skills.
- Strong project/program management experience including ability to motivate, lead, set objectives, monitor and manage the performance of a large multi-cultural team.
- Proven ability to delegate responsibility and authority to staff and clearly defines expectations. Keeps staff informed, monitors performance, hold them accountable and expresses appreciation.
- Ability to foster an environment of respect, creativity and professional growth.
- Familiarity with the cultural norms and history of the Caribbean region.

**PREFERRED
KNOWLEDGE,
SKILLS &
EXPERIENCE**

- Master's degree and/or MBA, and 12-15 years of experience in conservation practice or equivalent combination of education and experience.
- Working command of a second language (Spanish, French) desired. Intermediate conversational and writing skills in Spanish and/or French preferred.
- Developing practical applications of scientific concepts and technical innovations for conservation purposes.
- Knowledge of politics and society with respect to environmental affairs; politically savvy.
- Networking skills with high level personnel and conservation contacts.
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**ORGANIZATIONAL
COMPETENCIES**

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy's mission. Rewards behavior that achieves these standards and is aligned with the organization's mission/ values. Takes action to address performance problems in a timely and appropriate manner.
Builds Organizational Capability	Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy's strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

This position closes at midnight on March 24, 2015.

Interested individuals MUST apply directly via "Nature.org". (We cannot accept CV's via email as your application).

Please go to "About Us", then "Careers" and search for either Job ID number 42892 or Job Title Director of Conservation.

Thank you for your interest.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.